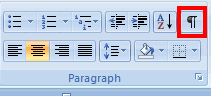
**Add a Cover Page to Your Booklet**

There are actually a few cover page templates which can be found on the **Insert** tab, **Pages** panel. For this activity you will create your own. First, you can check that the Section breaks are in the right place.

Click back on the Home tab, and locate the **Paragraph** panel. Now look for the Show/Hide icon:



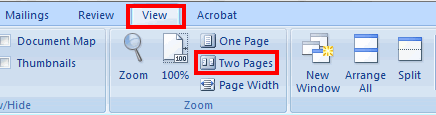
Click it once to activate it. You should see this at the top of your two blank pages:

Section Break

You can zoom out using the plus and minus symbols in the Status Bar in the bottom right of Word. That way, you can see two pages on the screen at once.

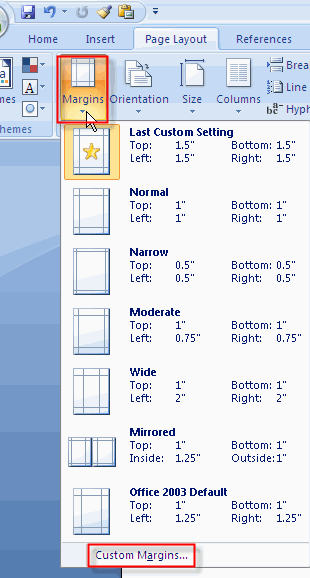
Zoom In Zoom Out

Or click the **View** tab, and then the **Two Pages** item on the **Zoom** panel.



You can change the margins for a single page. They are a bit too big on the cover page, at the moment. So you will change them.

With your cursor flashing at the top of the cover page (page 1), click on the **Page Layout** tab. Locate the **Page Setup** panel. Click on the **Margins** item to see a menu appear. Then select **Custom Margins** at the bottom:

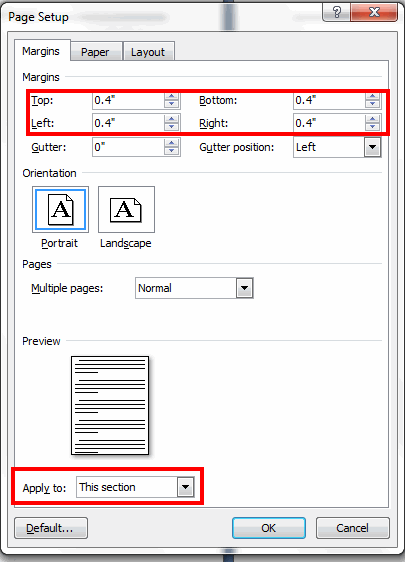


Change the margins to the following:

**Top**: .40"  
**Left**: .40"  
**Right**: .40"  
**Bottom**: .40"

Look at the bottom of the dialogue box and locate **Apply to**. Set it to "This Section".

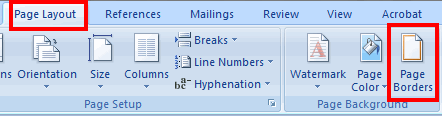
Your dialogue box should look like this before you click OK:



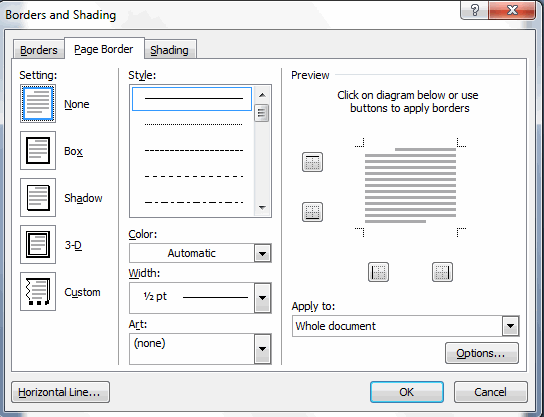
You will place a border on your cover page. Before doing that, create some space on your page by holding down the Enter key on your keyboard. Keep it held down until the Section Break is at the bottom of your page: (If you go too far, hit the Backspace key)

You can now hide the formatting marks by clicking the backward P again (Home tab, Paragraph panel.)

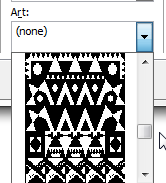
To set a border for the cover page, click back on the Page Layout tab. Locate the **Page Background** panel and click the **Page Borders** item:



When you click on Page Borders, you'll see the following dialogue box appear:

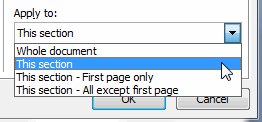


From the **Setting** list on the left, click on **Box**. You can create a Box type border by using the four items in the middle: **Style**, **Color**, **Width**, **Art**. You will use the Art item. So click the arrow to see the following list:

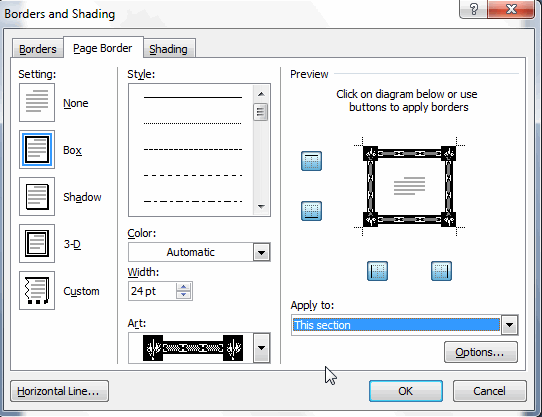


You can select any one you like, but I chose a fancy one from the middle of the list.

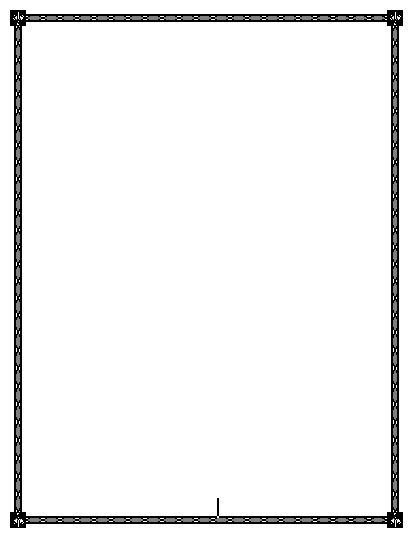
Now locate the **Apply to** dropdown box on the right and set it to **This Section**:



Before clicking OK, your dialogue box should look like this:

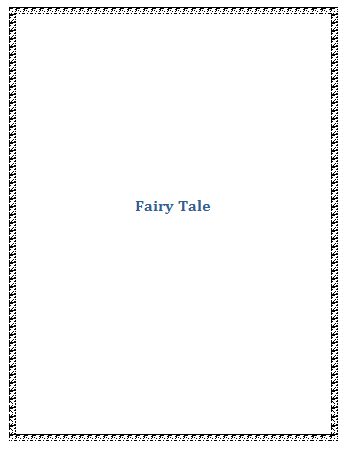


When you're done, click OK. Your cover page will then look like this:



You can still type onto this page. Click your left mouse button about half way up the page, and type a title. Type **Fairy Tales**. Change the font and font size but be careful of where your Section Break ends up when you change the font size. Click the show/hide button again to check it's still at the bottom. If you add clip art or an image that is too big it will push the section break down onto page 2, and give you a border on this page as well. Use your backspace key to get the section break back onto page 1. Any border that appears on page 2 will then disappear.

Your page may now look something like this:



You could add some clip art at this stage, just to liven the cover page up a bit. At this point just add the text on the cover page.